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TO: All Bureau Approved Providers
FROM: David Campbell, Vocational Rehabilitation Consultant
RE: VR Report Code Update

As I'm sure you're all aware, information technology can be an interesting, exciting tool in any business. It can also be extremely frustrating! Despite best efforts at reviewing and triple-checking our processes and data system on this end, we were advised early today by our IT group that our current coding structure would be optimized if we made a minor change in the format. Obviously, we wish we had determined this on our end prior to the mailing that preceded this memo. However, we want to make sure that we do this right and that we both have the correct tools to manage your data for purposes of monthly reporting. The **updated VR Code List** (revised 3/26/03) is on our website under "Other Information". The only items that changed are the actual codes. The corresponding descriptors are the same. We apologize for any inconvenience or confusion this may cause.

I'd like to take this opportunity though to once again encourage you to email your reports to me in the future, as I will need to gather email addresses from each of you in order to quickly and efficiently notify you of process changes (like above), upcoming training seminars, etc. Due to current budget issues, we are significantly decreasing mass mailings. In the future, it will be necessary for us to communicate using email, and for you to get updates via the Bureau website. This makes good business sense and it's easier for all of us.

Once again, thank you for your flexibility, and I hope to talk to you soon.

Sincerely,

David R. Campbell, MA, CRC
Vocational Rehabilitation Consultant
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